



March 17, 2021

Attention: Prospective Proposers

Subject: Industry Day – JPL Support Staffing Services

JPL will tentatively hold Industry Day on April 20th, 2021 from 9:00am – 12:00pm to review and discuss the Draft Solicitation Package for Onsite & Offsite Staffing Services for approximately 300 full-time equivalents (FTEs). The date and time are subject to change. The virtual event will be hosted via WebEx. You will receive a meeting invite with the WebEx login information included at least 1 week before the virtual event will be held.

Attendance will be limited to no more than two (2) logins per company. A copy of the solicitation package will be provided approximately one week prior to the virtual event. Questions can be submitted in advance via email, or the day of the event. All questions received in advance will be answered the day of the event. The event will be recorded and a copy of the recording will be provided to those that attended.

For reference, the following mandatory qualifications will be incorporated to the Draft Request for Proposal:

1. Minimum business base of two-hundred (200) bona fide employees, as a prime contractor only, employed over the last 12 months.
 - a) As evidence of fulfillment of the mandatory qualification, submit redacted payroll records from one week during the last 12 months demonstrating employment of at minimum two-hundred (200) bona fide employees (as a prime contractor only).
2. Meet the specified North American Industry Classification System (NAICS) Code 541715, “Research and Development in the Physical, Engineering, and Life Sciences,” and certify that the company is no larger than this size standard.
 - a) As evidence of fulfillment of this mandatory qualification, submit a completed Acknowledgement A-6, Notice of Total Small Business Set-Aside (JPL Form 4022) and certified payroll records.

Questions shall only be submitted to the Subcontracts Manager listed below.

Sincerely,

Nicole Aquilina
Subcontracts Manager, Acquisition
Jet Propulsion Laboratory
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